

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs**

Administrative Issuance System

DCRA Bulletin No. 1-01E-09

SUBJECT: Revision of Wall Check Process

EFFECTIVE DATE: February 13, 2009

EXPIRATION OR REPLACEMENT: Upon revision

PURPOSE AND AUTHORITY:

This DCRA Administrative Issuance outlines revisions to the process for conducting wall checks.

SCOPE:

- All current managers and supervisors of zoning plan reviewers and schedulers;
- All current zoning plan reviewers providing review of building permit applications; and
- All current schedulers responsible for scheduling commercial inspections

PROVISIONS:

Plans Review

When reviewing building permit application documentation, zoning plans reviewers shall determine whether a wall check is required for the project that is the subject of the application. Upon determining whether a wall check is required, the reviewer shall take the following actions:

- Check the appropriate box in the "Wall Check Required?" function in the Application Specific Information field in Accela; and
- Indicate that a wall check must be conducted by entering "Wall Check Required" in the Condition Comment field in Accela.

Permit Issuance

Building permits issued for projects that require a wall check shall be generated with the reviewer's Condition Comment field entry printed on the issued permit.

The "Authorization Order for D.C. Registered Surveyor Services" form, previously issued upon request by the Office of the Surveyor, shall be entered into Accela, and shall be generated at issuance and provided to the applicant with the issued building permit. It shall be the responsibility of the applicant to take the form to the Office of the Surveyor for signature.

The applicant or person receiving the permit shall be provided at issuance with a form indicating the requirements for a wall check and listing approved third party surveyors.

Wall Check: Notice of Completion

Upon review of the wall check documentation submitted by the applicant or their agent, the zoning plans reviewer shall check the appropriate box in the "Wall Check Completed?" function in the Application Specific Information field.

Scheduling (Inspections)

Where the plans reviewer indicates in the Application Specific Information field that the submitted wall check documentation is not approved, Accela will block scheduling of any inspections beyond the Foundation inspection. An attempt to schedule a blocked inspection will generate a pop-up window indicating that the inspection can not be scheduled and with the contact information for the Office of the

NOTE: *DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director*

INQUIRIES: DCRA, Permit Operations. 202-442-4589

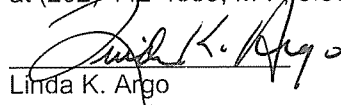
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Zoning Administrator. The scheduler shall provide the information to the customer. Further inspections shall not be blocked from being scheduled where the wall check is approved by the plans reviewer.

For more information or clarification, contact Lennox Douglas, Division Chief, Permit Operations Division at (202) 442-4589, M-F, 8:30 am - 5 pm.


Linda K. Argo
Director

Date 2/13/09

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